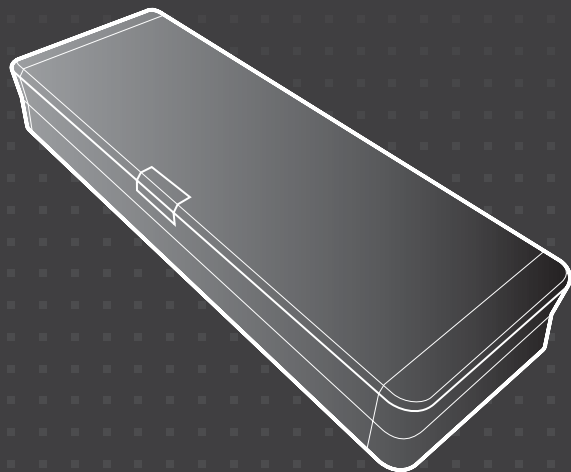# Canon

imageFORMULA
P-150

Reference Guide

- Please read this manual before operating this scanner.
- After you finish reading this manual, store it in a safe place for future reference.

READ CAREFULLY BEFORE OPENING THE SEALED DISK PACKAGE

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Table of Contents

# Important Safety Instructions

To ensure the safe operation of this scanner, make sure to read the safety warnings and precautions described below.

Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

● Provide adequate space around the scanner for operation, maintenance, and ventilation.
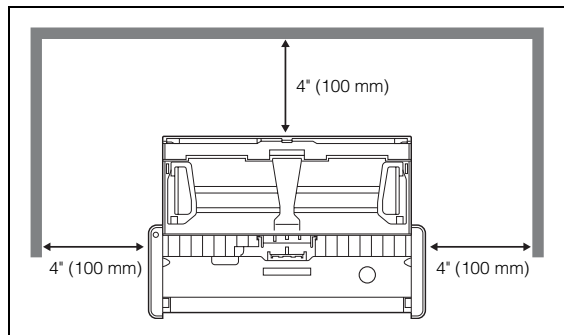
● Provide adequate space in front of the scanner, as scanned documents are ejected from the front.
● Avoid installing the scanner in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
● Avoid locations with excessive dust. Dust can have negative effects on the inner parts of the scanner.

● Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
● Avoid locations that are unstable or subject to vibration.
● Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:
Room temperature: 59 to 90.5°F (15 to 32.5°C)
Humidity: 25 to 80% (RH)
● Avoid installing the scanner near equipment that generates a magnetic field (e.g., speakers, televisions, or radios).

Moving the Scanner

● When moving the scanner, make sure to carry it with both hands so as not to drop it. The scanner weighs approximately 2.2 lb (1.0 kg).
● Make sure to disconnect any USB cables and AC adapters (not supplied) when moving the scanner. If the scanner is carried with these items connected, the plugs and connectors may be damaged or cause the scanner to fall and result in personal injury or damage to the scanner.

AC Adapter (Not Supplied)

● When using an AC adapter (not supplied) to power the unit, make sure to read the operating manual for the AC adapter.

● Use only recommended AC adapters. In addition, do not use these AC adapters with devices other than the scanner.

● Using the AC adapter, you can obtain better scanning speed than when using the USB cable by itself.

● If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

Handling

⚠ WARNING

■ Never place alcohol, benzene, paint thinner, or other flammable substances near the scanner.

■ Do not cut, damage, or modify the USB cable or power supply USB cable. Do not place heavy objects on the cable, and do not pull or excessively bend the cable.

■ Never connect the USB cable or power supply USB cable when your hands are wet.

■ Do not knot or coil the USB cable or power supply USB cable, as this may result in a fire or electric shock. When connecting the cable, make sure that the power plug is securely and completely inserted into the power connector.

■ Use only the USB cable or power supply USB cable supplied with the scanner.

■ Do not attempt to dismantle the scanner or modify it in any way, as this is dangerous and may result in a fire or electric shock.

■ Do not use flammable aerosol spray products near the scanner.

■ When cleaning the scanner, turn the scanner OFF and disconnect the USB cable or power supply USB cable.

■ Clean the scanner using a slightly dampened cloth that has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substance.

■ If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the scanner, immediately turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative for further information.

■ Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative for further information.

■ Before moving the scanner, make sure to close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable.

⚠ CAUTION

■ Do not install the scanner on a surface that is unstable, tilted, or in an area subject to excessive vibrations. Doing so may cause the scanner to fall, resulting in personal injury or damage to the scanner.

■ Never place small objects, such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner and cause a fire or electric shock. If such objects ever fall inside the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.

■ Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.

■ Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.

- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the USB cable or power supply USB cable so that it can be disconnected easily. If objects are placed around the USB cable or power supply USB cable, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable or power supply USB cable for safety.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

When disposing of the scanner, make sure to follow the local ordinances and laws or consult with your local authorized Canon dealer.

Checking the Accessories

Supplied Accessories

• **USB Cable**
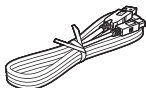
• **Power Supply USB Cable**
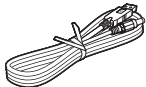
• **Separation Pad**
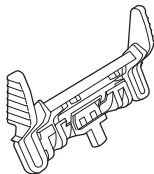
• **Warranty Card**

• **Reference Guide (This Document)**
• **Software Setup Disc (DVD-ROM)**
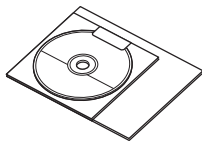
> • Supplied accessories are subject to change without notice.
> • Keep the scanner's packaging and packing materials for storing and transporting the machine.

Contents of Supplied Software DVD-ROM

The following applications are included on the supplied software Setup disc. For details on installation, refer to the Readme.txt file.

● **Presto! BizCard Reader 5 SE**
Business card management software from NewSoft Technology Corp. with multi-language OCR.

● **PaperPort® 11***
File management application from Nuance Communications Inc. that makes it easy to store, organize, and retrieve digital documents.
• To receive support of this product, you need to upgrade to a Professional version.
• For details on upgrading, visit the following URL:
http://www.nuance.com/partneroffer/canon

Attaching the Separation Pad

Use the following procedure to attach the supplied separation pad before using the scanner.

1 Open the feed tray.
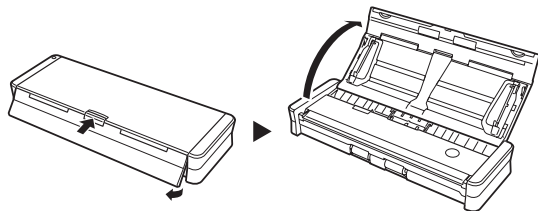
2 Open the feeder cover.
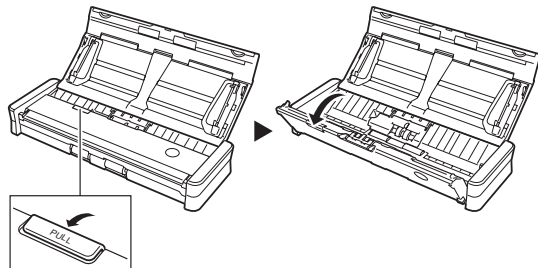
3 Attach the separation pad.
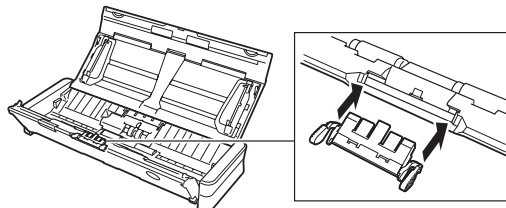
Removing the Separation Pad
The separation pad is a consumable part. When replacing the separation pad, remove it as follows.
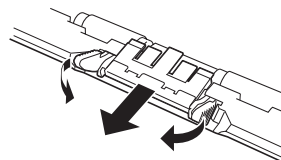
4 Close the feeder cover.
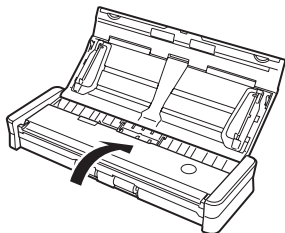
Power Supply

This scanner is powered via the supplied USB cables.
(The USB connector to which the scanner is connected on your computer must be one capable of supplying 500 mA of power.)

Using One USB Cable

Using the USB cable allows you to scan using power from the computer's bus.
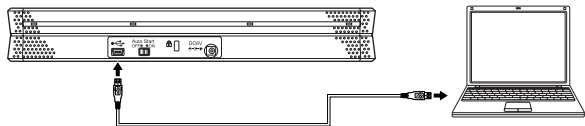
Using Both USB Cables

The combined use of the USB cable and the power supply USB cable, allows you to scan at a higher speed.
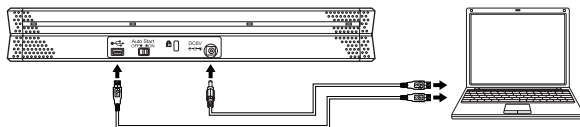
When using the AC adapter (sold separately)

Using the AC adapter, you can obtain better scanning speed than when using the USB cable by itself.

To power outlet
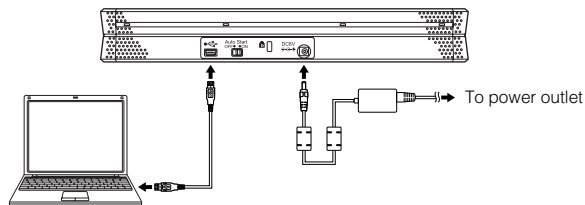
When not using the scanner

Close the scanner's Document Feed Tray or disconnect the USB cable.

Notes on Using USB Hubs

This scanner cannot be used when it is connected to the computer via a bus-powered USB hub. Self-powered USB hubs are compatible, but operation is not guaranteed.

Using the Scanner

Setting the Auto Start switch on the rear of the scanner allows you to use the scanner in the following two ways.

When Using the Scanner with the Auto Start Switch Set to ON

Scanning with the Scanner Internal Software

CaptureOnTouch Lite
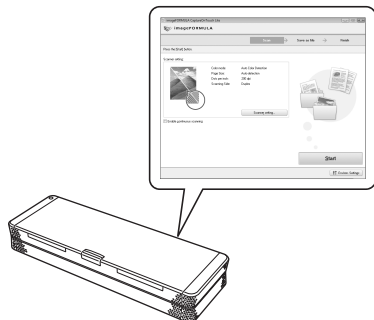
CaptureOnTouch Lite is preinstalled on this scanner. Therefore, you can scan from a computer that does not have a scanner driver installed. Scanned images can be stored in any location on the computer connected to the scanner.

(See "Scanning with CaptureOnTouch Lite" on p. 11)

When Using the Scanner with the Auto Start Switch Set to OFF

Installing the Supplied Software and Scanning

CaptureOnTouch

Software Setup Disc (DVD-ROM)
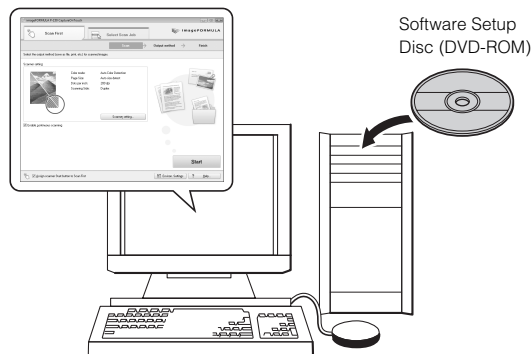
By installing the scanner driver stored on the software setup disc, you can use applications such as the supplied CaptureOnTouch.

(See "Scanning with CaptureOnTouch" on p. 16)

💡 Hint

Software installation is not necessary for using the internal scanner software, CaptureOnTouch Lite.

Scanning with CaptureOnTouch Lite

1. Connecting the Scanner to the Computer

① Turn ON the computer.
② Set the Auto Start switch on the scanner to ON.
③ Connect the scanner to the computer using the supplied USB cable. (Connect the power supply USB cable, if necessary.)

Auto Start
OFF ● ● ON   Set to ON.

USB

USB Cable   Power Supply USB Cable
                (Used only for higher speed scanning.)
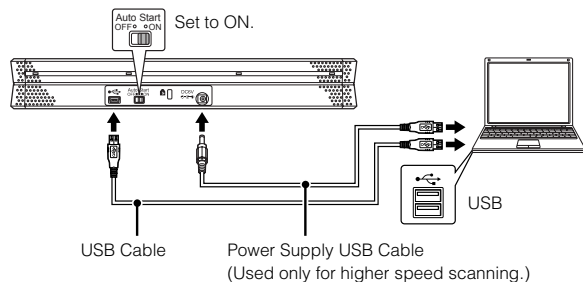
Notes on Connecting the Scanner
- When operating the scanner via applications such as CaptureOnTouch (supplied), make sure to set the Auto Start switch to OFF. (See p. 16.)
- If the scanner is not connected in the order above, the computer may not start up.
- Make sure to set the Auto Start switch to ON before connecting the scanner to the computer. If the Auto Start switch is set to ON after the scanner is connected to the computer, malfunctions may occur.

2. Turning ON the Scanner

The scanner automatically turns ON or OFF, respectively, when the feed tray is opened or closed.
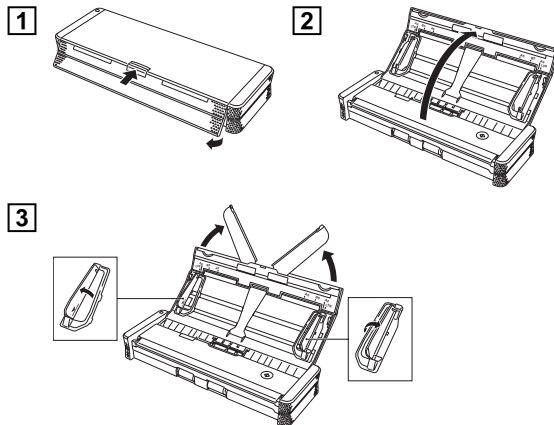
|1| |2|

|3|

- The power indicator may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.
- When scanning with CaptureOnTouch Lite, do not close the feed tray until you have finished saving image files.

11

3. Starting CaptureOnTouch Lite

When the scanner turns ON, the computer recognizes the scanner as a storage device, and the auto play screen appears.
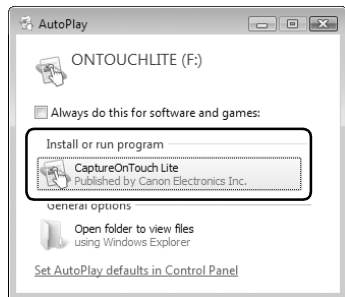
When you click [CaptureOnTouch Lite], CaptureOnTouch Lite starts and the main screen appears.

Notes on AutoPlay
- The auto play screen does not appear in Windows 2000. Open [My Computer] and double-click (ONTOUCH.exe) in the [ONTOUCH] drive to start the application. The [AutoPlay] dialog box may not appear in some operating systems, depending on the system settings.
- [CaptureOnTouch Lite] may not appear on the auto play screen. In this case, click [Open folder to view files] and double-click (ONTOUCH.exe).

---

4. Placing Documents

Fan the pages before placing them.

Place the scanning side of the documents face down into the scanner.

Adjust the document guides to the edges of the documents.

Place the top of the documents pointing down. (with page edges slightly askew)
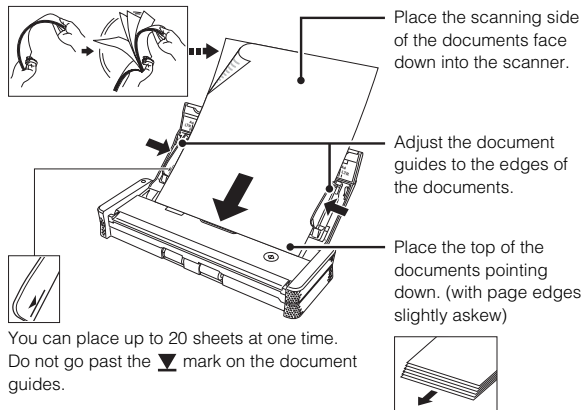
You can place up to 20 sheets at one time.
Do not go past the ▼ mark on the document guides.

Scannable Documents
Width: 2.75" to 8.5" (70 mm to 216 mm)
Length: 2" to 14.02" (50.8 mm to 356 mm)
Thickness: 14 to 32 lb bond (52 to 128 g/m^2) 0.0024" to 0.0059" (0.06 mm to 0.15 mm)
Depending on the document, scanning may result in a paper jam or malfunction. For details, refer to the *User Manual*.
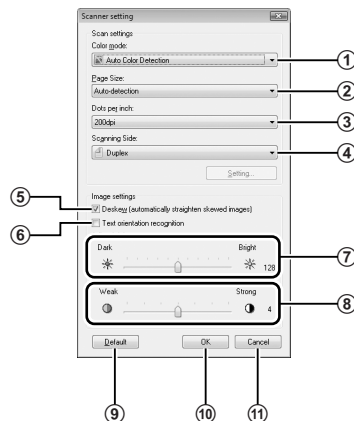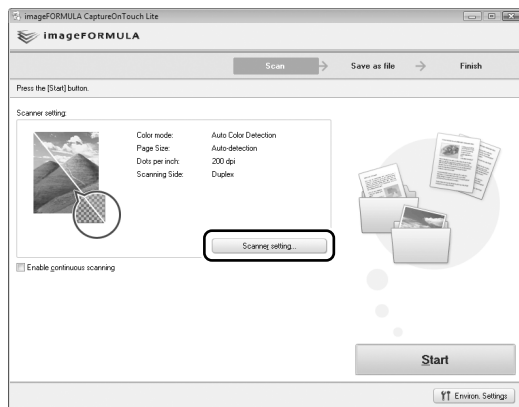
Click [Scanner setting] to display the [Scanner setting] dialog box, and to configure the basic scan settings.

① Specify the scanning mode (color, grayscale, black and white (binary)). If you select [Auto Color Detection], the scanner automatically detects whether a document is in color or black-and-white.

② Specify the page size of the document.

③ Specify the scanning resolution.

④ Specify whether to scan one side of a document or both sides. If you select [Skip blank page], blank pages that are detected within the document while it is being scanned are skipped.

⑤ Detects slants in scanned images and straightens them.

⑥ Detects the orientation of text in scanned images, and rotates the images to correct the text orientation.

⑦ Adjust the brightness of scanned images.

⑧ Adjust the contrast of scanned images.

⑨ Returns all settings to their default values.

⑩ Click when finished configuring to save the settings.

⑪ Cancels settings.

6. Scanning Documents

1 Click [Start] or press the start button on the scanner.
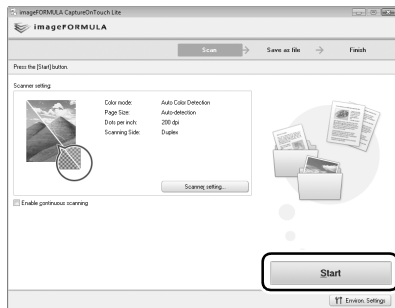
- The documents are scanned and ejected when scanning is finished.
- The scanned document is ejected from the front. Do not place any objects in front of the scanner.
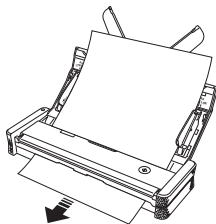
- If double-feeding occurs, reduce the number of pages that you load into the scanner at one time.
- Depending on paper quality, you may hear unusual noises while scanning some documents, but this does not indicate a malfunction.

2 Configure the output settings for the scanned images.
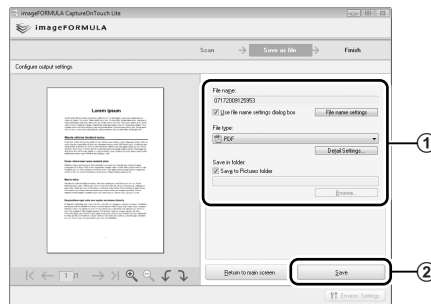
① Specify the name, format, and save destination for the file.
② Click [Save] to save the scanned images.

After Scanning

1 Click [X] to close CaptureOnTouch Lite.
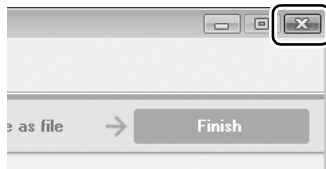
2 Close the feed tray.
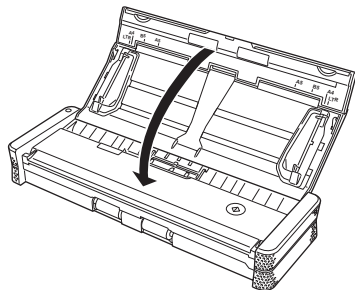
3 Disconnect the USB cable.

Using Windows 2000

Before closing the feed tray, double-click ⚡ in the taskbar, click [USB Mass Storage Device], and then click [Stop].
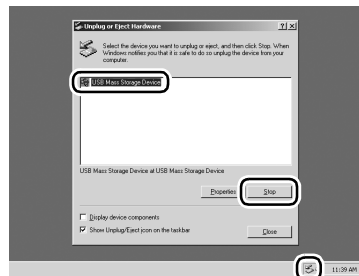
Scanning with CaptureOnTouch

Installing CaptureOnTouch

⚠️ **Do not connect the scanner to the computer before Installing CaptureOnTouch.**

Insert the Setup disc into the computer's DVD-ROM drive.

▼
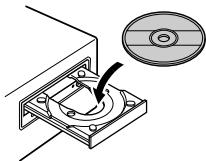
Click [Typical Installation] in the setup menu, and follow the instructions on the screen to complete the installation.
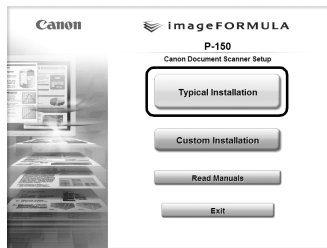
Connecting the Scanner to the Computer

① Turn ON the computer.
② Set the Auto Start switch on the scanner to OFF.
③ Connect the scanner to the computer using the supplied USB cable. (Connect the power supply USB cable, if higher speed scanning is necessary.)

Set to OFF.

USB

USB Cable   Power Supply USB Cable
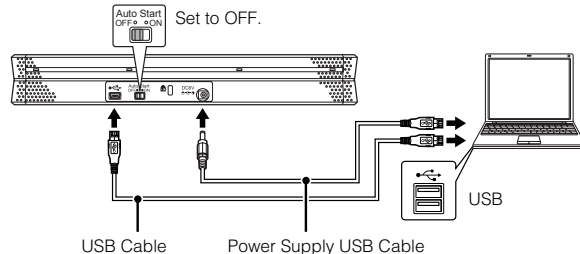
Notes on connection
Make sure to set the Auto Start switch to OFF before connecting the scanner to the computer. If the Auto Start switch is set to OFF after the scanner is connected to the computer, malfunctions may occur.

Scanning with the Scanner Button

1 Place the scanning side of the documents face down into the scanner, and press the start button on the scanner.
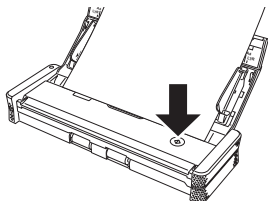
CaptureOnTouch starts automatically, and scanning begins.
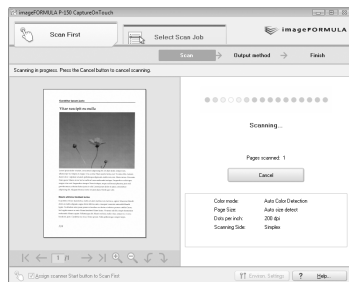

The power indicator may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.
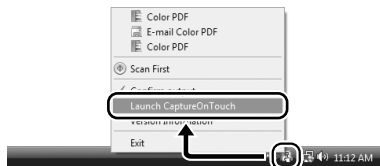
2 Select the output method when scanning is finished.
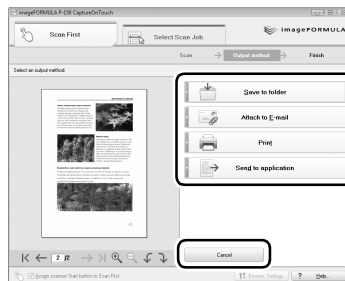
3 After configuring the output settings, click the output button ([Save] in this example) to process the scanned images.
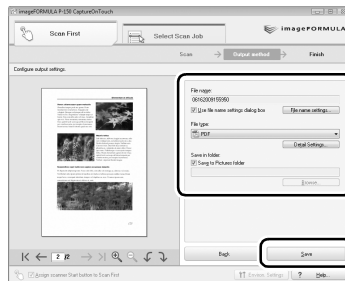
Starting CaptureOnTouch Before Scanning

1 Click ▣ on the taskbar, and click [Launch CaptureOnTouch].

2 Select whether to scan using [Scan First] or [Select Scan Job] by clicking the respective tab.

[Scan First]

Documents placed in the scanner are scanned when you click [Start]. Select an output method after scanning is finished, and configure the output settings to output the scanned images. (See **2** and **3** on p. 17.)

[Select Scan Job]
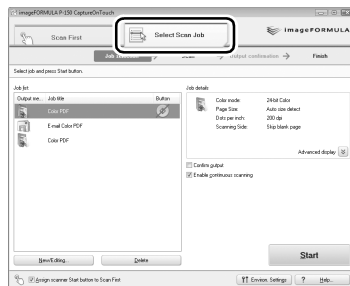
Documents placed in the scanner are scanned when you select a job, and then click [Start].
Scanned images are output automatically after scanning is finished.

For details on operating CaptureOnTouch, refer to the *User Manual* or the CaptureOnTouch Help.

Common Problems and Solutions

This section provides recommended solutions to common problems.
If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Problem 1 **The scanner does not turn ON.**

Solutions (1) The scanner remains OFF while the feed tray is closed. When you open the feed tray, the scanner turns ON automatically.

(2) If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Problem 2 **The scanner is not recognized.**

Solutions (1) Confirm that the scanner is properly connected to the computer with a USB cable.

(2) Confirm that the scanner is turned ON. See the previous problem (1) if the scanner does not turn ON.

(3) The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.

(4) Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.

(5) When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. In this case, scanning from applications on the computer is disabled.

(6) If "?", "!", or "x" icons appear for the scanner in Windows Device Manager, delete the scanner in Device Manager and reinstall the scanner driver.

Problem 3 **CaptureOnTouch Lite does not start.**

Solutions (1) If the Auto Start switch on the scanner is set to OFF, the built-in application, CaptureOnTouch Lite, does not start. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to ON.

(2) CaptureOnTouch Lite does not start automatically in Windows 2000. Open the [ONTOUCHLITE] drive under [My Computer] in Windows Explorer, and double-click 📷 (ONTOUCH.exe). Depending on settings for your operating system, CaptureOnTouch Lite may not start automatically in Windows Vista and Windows XP. Perform the same procedure as above to start CaptureOnTouch Lite in this case.

(3) If access to USB devices is blocked by security software, you may not be able to use CaptureOnTouch Lite.

Problem 4 **The auto play screen appears when the scanner is connected, but you cannot scan with CaptureOnTouch.**

Solutions When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to OFF.

Problem 5   Documents fed askew are causing scanned images to be slanted.

Solutions   (1) Align the document guides to fit the documents as closely as possible, and place the documents so that they feed in straight.

(2) Enable [Deskew] in the settings of the scanner driver.

(3) If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. If documents still feed askew, roller replacement or other maintenance may be needed. For details on roller cleaning and replacement procedures, refer to the User Manual.

(4) Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

Problem 6   Documents jam or double-feed.

Solutions   Proper scanning may not be possible when the document pages stick together due to static electricity. Fan the documents before you place them into the scanner.

Problem 7   The scanner makes unusual noise while feeding documents.

Solutions   The paper quality of some documents can result in unusual noises, but this does not indicate a malfunction.

For more information, see the following:

User Manual (PDF electronic manual)
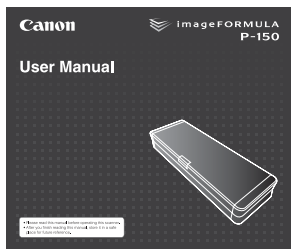
This is the operating manual for the scanner. The manual is stored as a PDF file on the Setup disc, and copied to your computer during installation. (You can also open the PDF file directly from the Setup disc.)

Help (CaptureOnTouch, ISIS/TWAIN driver)
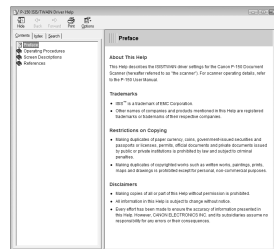
Click the [Help] button whenever it appears in CaptureOnTouch or the scanner driver settings screen, and view an explanation for the screen being displayed.

Replacing Parts

The feed roller and separation pad inside the scanner wear with scanning. If the feed roller and separation pad are worn, documents may not feed correctly and paper jams may occur.
When document feed performance deteriorates, replace the feed roller and separation pad.

💡 Hint

When the total number of pages of documents fed in the scanner exceeds one of the following quantities, a message appears when the scanner is connected to the computer.

Feed Roller: 100,000 sheets

Separation Pad: 10,000 sheets

This message only serves as a rough guide for when to replace the feed roller and separation pad. They may wear out sooner if, for example, a lot of paper with rough surfaces is scanned.

Replacing the Feed Roller

Use the following procedure during cleaning or replacing the feed roller to remove the feed roller.

1 Open the feed tray.
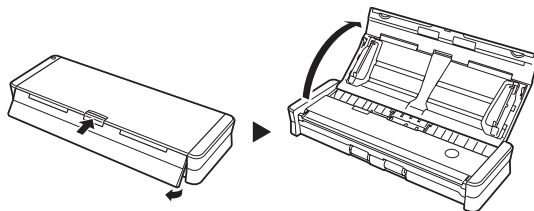
2 Open the feeder cover.
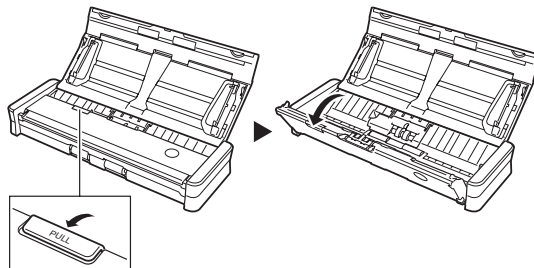
3 Open the roller cover.
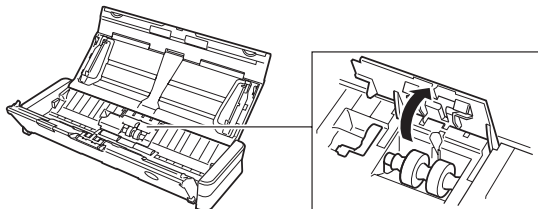
4 Lift up the roller lock lever, and slide it to the left.
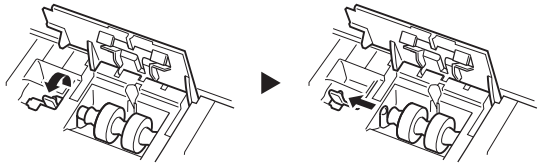
5 Remove the feed roller.
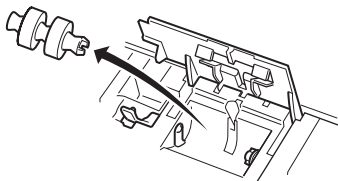
**6** Attach the feed roller. Align the notch on the roller with the pin on the scanner.
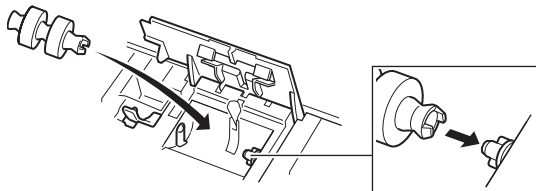
7 Slide the roller lock lever to the right to fit it onto the pin on the left side of the feed roller, and then lower the lever to lock the roller into place.
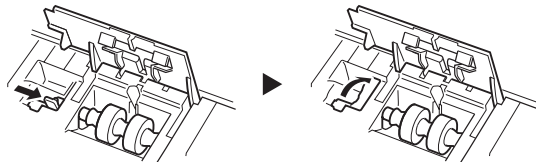
8 Close the roller cover until it clicks into place.
Make sure to press until you hear the cover click. Failure to securely close the cover will cause document feed problems.
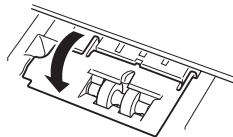
9 Close the feeder cover.
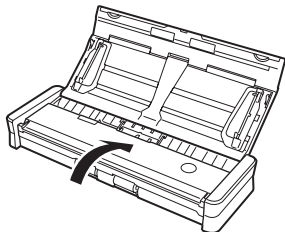
Replacing the Separation Pad

Use the following procedure to replace the separation pad.

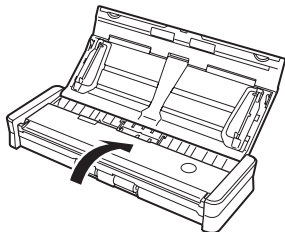**1** Open the feed tray.
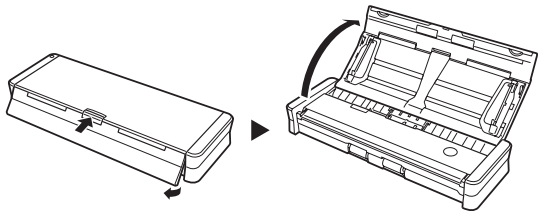
2 Open the feeder cover.
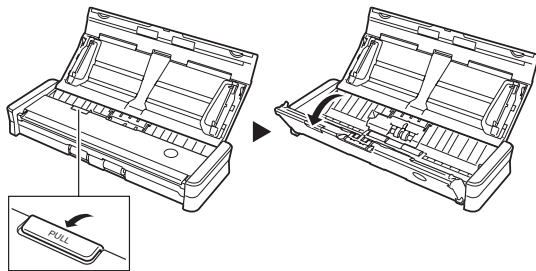
3 Remove the separation pad.
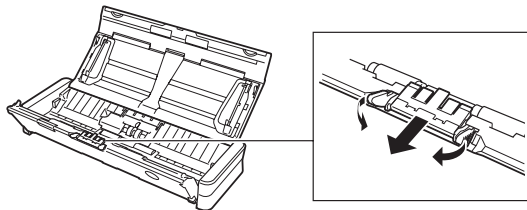
4 Attach the new separation pad.
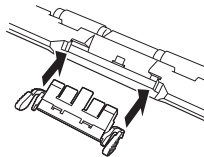
⑤ Close the feeder cover.

Resetting the Counters

Make sure to reset the scanner's internal counters using the following procedure whenever you replace the feed roller and separation pad.

ⓘ IMPORTANT

If you only use CaptureOnTouch Lite and have not installed CaptureOnTouch and the scanner driver on your computer, you cannot reset the counter using the following procedure. In this case, you can reset the counter from CaptureOnTouch Lite. Refer to the User Guide for details.

① Start Windows and log on as a user with administrator privileges.

② Set the Auto Start switch at the rear of the scanner to OFF.

③ Connect the scanner to the computer.

④ Open the feed tray to turn the scanner ON.

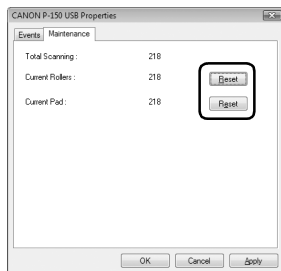⑤ Click [Start], [All Programs], [Canon P-150], and then click [Utility].
The Canon imageFORMULA utility starts.
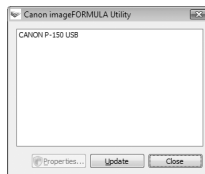
⑥ Select [Canon P-150 USB], and click [Properties].
The scanner's properties appear.

7 Click the [Maintenance] tab.

8 Click [Reset] for both [Current Rollers] and [Current Pad].

The counter for [Current Rollers] and [Current Pad] resets.

9 Click [OK] to close the scanner properties.

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